

Minutes 12-13-12 (Thursday)
Outcomes Assessment Committee for Co-Curriculum, Administration and Operations
9:00 a.m. – 10:00 a.m.
Zuhl Library Conference Room

Members Present: Brian Atwood, Michelle Bernstein, Kelly Brooks, Michelle Gavin, Tim Hand, Pamela Jeffries, Lisa Kirby, Norice Lee, Sarah MacCallum, David Melendez, Melody Munson-McGee, Darlene Nelson, and Shelly Stovall

Members Absent: Brenda Blackburn, Sharon Jones, and Carol Nevarez

Staff Present: Valerie Stuart

Greetings.

Approval of Minutes: The minutes from November 15, 2012 were approved.

UOAC Report: Valerie reported that the CLA results will be posted on the Institutional Analysis website along with the summary report from Judy Bosland when completed. Michelle informed the committee that she will resume attending UOAC meetings in the Spring.

Submitted Reports: Michelle announced the number of submitted reports is down. She wasn't going to push any units at this time since implementation of the new process with IRB will begin in January. Reports received using option 1 will be reviewed by members who have served on the committee for at least one year. The preliminary report is undergoing some reformatting issues.

Update on Collection on Forms/Process: Michelle reported Phase 1 is in a holding pattern at the moment. IRB wants to make sure everything is 100% ready and running properly before implementing Phase 1. Copies of the Phase 1 Report form and Rubric were distributed to members to review. Several suggestions made were: a) add a "not applicable" option with a comment box to Question 4, b) included instructions of how to add other activities, and c) add a pop-up window that explains the difference between a short and augmented form in more detail. Other questions can be sent via email to Michelle. Phase 2 forms will be discussed at the January meeting.

Committee Training Retreat: A half-day training retreat has been scheduled for Monday, February 4, 2013, 10:00 a.m.-1:00 p.m. Lunch will be provided.

Campus training: Michelle informed members it would be a good idea to have a campus training to discuss the new forms before Phase 1 reports are due. This would help new members become better acquainted with the process before having to evaluate reports. A tentative schedule for the training will be March 5, 6, and 7. The deadline for Phase 1 reports to be submitted is April 2, 2013.

Thank you: Michelle thanked everyone for their patience, valued feedback, and enthusiasm.

Next Meeting: January 24, 9:30 a.m., Zuhl Library conference room.